



# Join Us In Measuring Progress

A Monthly  
Assessment Newsletter  
February 2005

## Montana Comprehensive Assessment System (MontCAS) Phases 1 and 2

### Spring 2005 MontCAS Test Windows

CRT-Alternate	February 1-March 30
CRT	March 7-March 30
NRT (Iowas)	March 23-April 13



Remember to choose and  
wear the right testing hat.

MontCAS Phases 1 and 2 are different tests with different procedures and guidelines including accommodations, timing, and coding. Please use the procedures and guidelines for the test you are administering.

The 2005 MontCAS Test Coordinator Training was presented in a video broadcast on February 8. The Power Point for that conference is online.

Power point link: <http://www.opi.mt.gov/PDF/Assessment/05SpringTrain.pdf>

In addition, video tapes of the broadcast are available for checkout from the OPI Resource Center by contacting Raelen Williard, [rwilliard@mt.gov](mailto:rwilliard@mt.gov) or 406-444-2082.

The following is the order of the presentation items:

- o MontCAS, Phase 2, the CRT and CRT-Alternate
- o MontCAS, Phase 1, The Iowa Tests and the Alternate Assessment Scale

Materials to accompany the presentation are online:

- 2005 CRT Test Coordinators Guide (Phase 2): <http://www.opi.state.mt.us/PDF/Assessment/05CRTTCMan.pdf>
- Iowa Tests Montana Guide for Test Coordinators (Phase 1): <http://www.opi.state.mt.us/PDF/Assessment/05TestGuide.pdf>

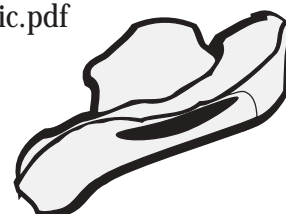


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## MontCAS, Phase 2, the CRT and the CRT-Alternate


### Important Links

- 2005 CRT Test Coordinators Guide: <http://www.opi.state.mt.us/PDF/Assessment/05CRTTCMan.pdf>
- 2005 CRT Test Administrator Manuals:
  - o Grade 4: <http://www.opi.state.mt.us/PDF/Assessment/05Gr4CRTManual.pdf>
  - o Grade 8: <http://www.opi.state.mt.us/PDF/Assessment/05Gr8CRTManual.pdf>
  - o Grade 10: <http://www.opi.state.mt.us/PDF/Assessment/05Gr10CRTManual.pdf>
- Excerpt of 2005 CRT and CRT-Alternate Student Response Booklet (SRB): <http://www.opi.state.mt.us/PDF/Assessment/05SampleExcerptSRB.pdf>
- 2005 CRT and CRT-Alternate Coding Guide: <http://www.opi.state.mt.us/PDF/Assessment/05CodingGuide.pdf>
- 2005 CRT-Alternate Test Administrator Manual: <http://www.opi.state.mt.us/PDF/Assessment/05CRTAltAdminMan.pdf>
- 2005 CRT-Alternate Scoring Rubric: <http://www.opi.state.mt.us/PDF/Assessment/05CRTAltRubric.pdf>



## JOIN US IN MEASURING PROGRESS

### Important dates

February 4-25	User password and instructions from Measured Progress, download and print CRT-Alternate Test Booklets. NOTE: This deadline was extended from February 11 to February 25.
February 14-March 30	CRT-Alternate Test Window
February 22-March 30	Register new CRT and CRT-Alternate students online. NOTE: All new students who are eligible to take the CRT-Alternate must be registered online.
February 22-25	Receive testing materials including CRT-Alternate student kits from Measured Progress. Materials are packed by grade. Grade 4 materials were shipped first, followed by grade 8, and then by grade 10.
February 22 – March 4	Inventory and distribute testing material. Conduct local test administration training.
March 7 - March 30	CRT Test Window
March 7 - March 30	Enrollment counts should be taken for the Testing Cycle on the last day the test is administered at the school (March 7 - 30, 2005).
April 4	Last day to return used CRT and CRT-Alternate student response booklets (SRB) and CRT-Alternate test booklets and evidence to Measured Progress.
April 8 	Last day to return secure materials (unused answer documents) to Measured Progress. This includes CRT test booklets and unused answer documents.
April 13-22	Online demographic verification. System test coordinators will have the opportunity to verify demographic data submitted in student response booklets (SRB)
April 15	Testing Cycle enrollment counts are due to the County Superintendent by April 15, 2005.
April 22	Testing Cycle enrollment counts are due to the Office of Public Instruction April 22, 2005.

## MontCAS Phase 2—Test Administration Questions and Answers



extra test materials for System Test Coordinators. The box will have a large label on it stating:

**SYSTEM TEST COORDINATOR: OPEN FIRST ADMINISTRATIVE TEST MATERIALS ENCLOSED**

**1-Q:** Are test coordinators supposed to open and inventory the "extra" quantities of testing materials?

**1-A:** Yes. Each box will have its own Material Summary (inventory) form that includes the extra test materials. For example, if you registered 51 grade 4 students to take the CRT, you may receive 55 test booklets and 55 student response booklets (overage plus rounding to the nearest 5). Test booklets and student response booklets are packed by grade. Shipping is easier if we round up to the nearest 5 instead of hand-counting. Please inventory each box, including the box of

**2-Q:** We can't register new students for the CRT-Alternate until February 22, but the testing window began February 14. Can we give students the CRT-Alt before registering them?

**2-A:** Yes. The registration is for returning test materials to Measured Progress. All the materials you need to administer the test are available before registration. These include

- Test booklets which system test coordinators access online by password (deadline is February 25)

- 2005 CRT-Alt Test Administration Manual: <http://www.opi.state.mt.us/PDF/Assessment/05CRTAltAdminMan.pdf>
- Support materials and a training CD prepared by Gail McGregor at the University of Montana.

If you haven't received the materials from the University of Montana, please notify Measured Progress.

Susan Moore, 1-800-337-5219 x2237 OR [SKMoore@measuredprogress.org](mailto:SKMoore@measuredprogress.org)

Kathy Seaman, 1-800-431-8901 x2221 OR [kseaman@measuredprogress.org](mailto:kseaman@measuredprogress.org)

**3-Q:** When is new student registration for the CRT and the CRT-Alternate? Is there a mistake in the *Test Coordinators Manual*? On the bottom of page 14, the dates given for new student registration are February 14 through 28, but when I try to register, I can't.

**3-A:** Apparently there is an error in the *Test Coordinators Manual*. The correct window for new student registration is **February 22 - March 30**. That is the window that was included in the February 8 video broadcast and the final Power Point that is online.

**4-Q:** On page 37 of the *Test Coordinators Manual*, it gives two reading testing options for LEP students who are enrolled for the first time in a United States school. The second option is "Take an English language proficiency assessment." Are there any special instructions if this option is used?

**4-A:** Yes. If this option is used, please mail a copy of the completed answer document to Judy Snow, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501.

**5-Q:** The numbers given in the nonstandard accommodations on page 26 of the *Test Coordinators Manual* are different from those on page 35. Which should we use?

**5-A:** Please use the numbers on page 26 as they correspond to the numbers on the Student Response Booklet (SRB), boxes L and M.

## Reminder of Testing Cycle Enrollment Count



During the test cycle, schools are required to submit an enrollment count to the Office of Public Instruction. The enrollment count will be used for determining test

participation and attendance rates in Adequate Yearly Progress (AYP). It is important to verify that the demographics reported on the student response booklet (SRB) for a student are correct and match the demographics reported for the student in the enrollment count.

Counts may be submitted electronically through the Office of Public Instruction's Annual Data Collection (ADC), using the IRIS reporting system. Blank forms for paper filers and additional information on the enrollment reporting process will be available on the Annual Data Collection web page, <http://www.opi.state.mt.us/adc/Index.html>, after March 1, 2005. Districts should submit enrollment counts to County Superintendents by April 15, 2005, and counts are due to the Office of Public Instruction by April 22, 2005. For further information please call Linda Atwood at 406-444-6712 or Andy Boehm at 406-444-0375.

## CRT Released Items

Thank you to the 14 districts that hosted the Office of Public Instruction training in January and February. Classroom use of the released items and released item data from the spring 2004 Criterion-Referenced Test (CRT) was covered. Teachers from over 50 schools gathered at Miles City, Wolf Point, Rosebud, Belgrade, Libby, Kalispell, Deer Lodge, Cut Bank, Chester, Livingston, Laurel, Geyser, Pablo, and Missoula Hellgate to examine released items including constructed response items, rubrics, and model answers. In addition, the presenters demonstrated the electronic data program iAnalyze.

Training will resume after districts receive the results of the 2005 CRT. If your district or school would like to host training, please contact Clare Bridge at the Office of Public Instruction, 406-444-4431 or [cbridge@mt.gov](mailto:cbridge@mt.gov). If teachers from your district would like to attend training, please contact Clare also.

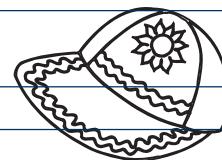
Presentations will be offered in each of the CSPD regions. Hosting means providing space, a computer with a projector, and an internet connection. The host district determines the time and place. Arrangements for other participants will be coordinated by Clare Bridge.

The Power Points that were designed for the January/February 2005 training are online on the MontCAS, Phase 2 page with the released items: <http://www.opi.state.mt.us/assessment/crt.html>

## MontCAS, Phase 1, The Iowa Tests

### Important Dates

March 1-3	New answer documents and grade 4 practice test materials mailed to system test coordinators.
March 1-8	Systems provide local test administration training. Systems inventory and distribute testing materials.
March 21-22	Grade 4 practice tests (optional)
March 23 – April 13	Testing window
April 15, 2005	Last day to return answer documents to Riverside.
With receipt of Iowa Test Results	Riverside will provide report verification forms to test coordinators with their Iowa Test results. To have the data reviewed, test coordinators need to return the verification forms to Riverside within ten working days. Contact information will be included on the form.



### Important Links

- 2005 Riverside Montana Guide for Test Coordinators and Administrators: <http://www.opi.state.mt.us/PDF/Assessment/05CRTTCMan.pdf>
- Alternate Assessment Scale Materials—All updated in 2002
  - o Assessment Handbook Volume 3: <http://www.opi.state.mt.us/pdf/Assessment/2002handbookV3.pdf>
  - o Alternate Assessment Scale, Grade 4: <http://www.opi.state.mt.us/pdf/Assessment/2002Grade4.pdf>
  - o Alternate Assessment Scale, Grade 8: <http://www.opi.state.mt.us/pdf/Assessment/2002Grade8.pdf>
  - o Alternate Assessment Scale, Grade 11: <http://www.opi.state.mt.us/pdf/Assessment/2002Grade11.pdf>

- administering of NAEP assessments  
Please contact Donna O'Neill, Montana NAEP Coordinator, 406- 444-0793 or [doneill@mt.gov](mailto:doneill@mt.gov) with questions.

### University of Montana Math and Science Workshop

“Make the Wheels Go Round and Round “ is for math and science teachers, grades 5-8.

- June 13 - 17, 2005
- Montana Learning Center at Canyon Ferry
- For information, contact  
**Georgia A. Cobbs, U of M:**  
[georgia.cobbs@mso.umt.edu](mailto:georgia.cobbs@mso.umt.edu) or 406-243-6052
- To register: [www.umt.edu/cyberbear](http://www.umt.edu/cyberbear)

## Other Announcements

### NAEP Assessment Activities

January 24 - March 5, 2005

Over half of Montana's schools have been selected to participate in the National Assessment of Educational Progress (NAEP) assessment. NAEP staff members administer these assessments and coordinate other NAEP activities. Currently staff members are coordinating the following:

- contacting school coordinators for updates to student lists
- sending
  - o parent notification letters
  - o survey questionnaires to be completed by principals
  - o survey questionnaires to be completed by the teachers and IEP teams

### Professional Development Academy—Building Number Sense

- Sponsored by the Montana Council of Teachers of Mathematics (MCTM), this workshop is designed to improve number sense instruction in grades K-6.
- July 5 - 8, 2005
- Montana Learning Center at Canyon Ferry
- For information, contact  
Linda Horst: [horstl@billings.k12.mt.us](mailto:horstl@billings.k12.mt.us)

For further information, contact:

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